

# Add and Charge a Customer in Stripe

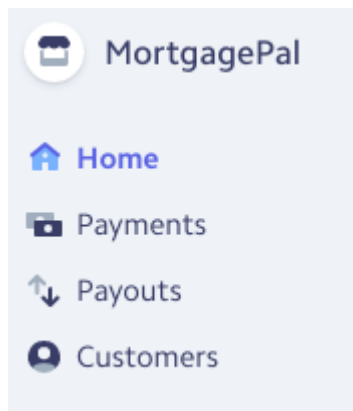
This guide includes steps for how to:

1. Add a customer to Stripe
2. Add a card on file
3. Charge a card on file
4. Fully or Partially refund a previous charge

## 1 Click Customers



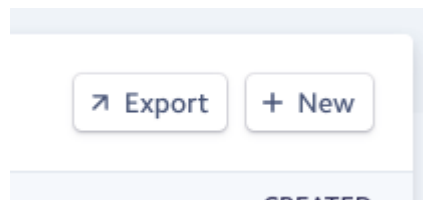
1. Login to Stripe
2. On the left bar, find and click on "Customers"



## 2 Add Customer Account



1. If the customer isn't currently in Stripe, add them by clicking "+ New" at the top right of the main section (picture 1)
2. Enter the customer's email and a description (picture 2)



Create new customer

Email:

bob@example.com

Description:

Example

Cancel

Create customer

### 3 Add Card Info



1. Once the customer is created, click on the customer's name (picture 1)
2. Find the box for credit cards and click "+ Add Card" (picture 2)
3. Enter credit card details and save (picture 3)

Customers

Filter

CUSTOMER

bob@example.com

cus\_B2pGAPnz3oApva

around 0 results

+ Add card

+ Add bank account

**Add a card**

Card number

• CVC

Exp. month

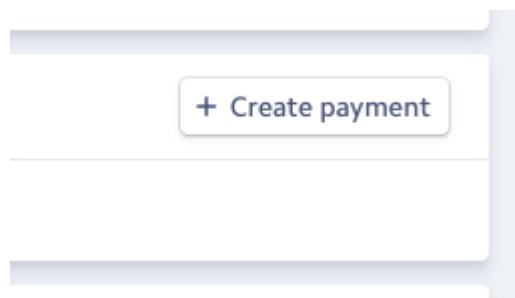
Exp. year

[More options](#)

#### 4 Charging the card



1. When it's time to charge the card, click on "+ Create payment" (picture 1)
2. Enter the amount to charge (picture 2)



Create a new payment

Currency:

CAD - Canada... ▾

Amount:

\$ 9.99

Description:

Statement desc:

Source:

Visa \*\*\*\*0004 ▾

► More options


Cancel

Charge customer

## 5 Refunding a card



1. If a charge needs to be fully or partially refunded, scroll down to the payments section and click on the payment that should be reversed (picture 1)
2. Click Refund (picture 2)
3. Select either full or partial refund (picture 3)

Payments			
	\$1.00 CAD	Test	ch_1Agjj5At

Payments

Disputes

B

\$1.00 CAD

↩ Refund...

⊗ Refund

✓

Payment succeeded

### Refund payment

**Full refund**

Refund the full amount (\$1.00)

**Partial refund**

Refund a partial amount

*Refunds take 5 to 10 days to appear on your customer's statement.*

Cancel

Refund